

REPORT FROM CHIEF, SB/PMS/ORD
Office of Research and Development

CSP Meeting
4 November 1974

25X1A9a ADDITIONS

[REDACTED], Phys. Scien-Res., GS-12 to DPR/ORD on
21 October 1974.

25X1A9a [REDACTED], Phys. Scien-Res., GS-11 to TCR/ORD on
4 November 1974.

RESIGNATIONS

None

RETIREMENTS

None

PROMOTIONS

25X1A9a [REDACTED], Information Control Clerk, SB/PMS/ORD, from
GS-05 to GS-06 on 29 September 1974.

QSI's

None

25X1A9a LWOP

[REDACTED] Phys. Scientist-Res., GS-13, returning
from LWOP (educational) on 29 November 1974.

APPLICANTS IN PROCESS

25X1A9a [REDACTED], GS-13 for TCR/ORD (Fully cleared)
[REDACTED], GS-12 for TCR/ORD
[REDACTED], GS-15 for CDAM/ORD
[REDACTED], GS-14 for DPR/ORD
[REDACTED], S-14 for TCR/ORD
[REDACTED], 4 for DPR/ORD
[REDACTED], GS-14 for TCR/ORD
[REDACTED], GS-14 for DPR/ORD
[REDACTED], GS-13 for TCR/ORD

APPLICANTS DROPPED

25X1A9a [REDACTED] GS-15, for DPR/ORD (processing postponed for
three months)

25X1A9a [REDACTED], GS-13 for TCR/ORD accepted another position
on 18 October 1974.

25X1A9a [REDACTED], GS-13 for TCR/ORD. Agency cancelled
on 3 October 1974 based on Panel discussions.

CONTRACT TYPE I EMPLOYEE (In process)

25X1A9a [REDACTED] for TCR/ORD

TRAINING NOTES:

25X1A9a [REDACTED], GS-16, Chief, CDAM/ORD has been approved by
the Foreign Service Institute to attend the Foreign Service
Economic/Commercial Studies from January - July 1975.

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TRAINING NOTES (Cont'd)

25X1A9a [REDACTED], C/SB/PMS/ORD, GS-14 will attend the course, "Manager's Role in the EEO Program," from 12 - 14 November 1974, Civil Service Commission.

SPECIAL NOTE

25X1A9a [REDACTED] GS-07, Secretary Steno, CDAM/ORD and GS-12, Contract Negotiator, CS/PMS/ORD received the Air Force Outstanding Unit Award for exceptional meritorious achievement during the period of 1 January 1971 - 30 June 1974.

REQUESTED LWOP

25X1A9a [REDACTED], Physical Scientist-Res., LSR/ORD, GS-13 has requested LWOP for one year.

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COMMITTEE REPORT ON EEO

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25X1A9a A committee comprising of [REDACTED], [REDACTED], and [REDACTED] was asked to make recommendations on how ORD should proceed as relates to equal opportunities for women and minorities.

25X1A9a 2. It may be helpful to see how ORD presently stacks up with the other components and the Agency goals. Discussions with [REDACTED], Deputy Director of EEO and Federal Women's Program Coordinator, indicate that there are no specific Agency goals in this area except for the Director's edict that we must do better. Also she stated the EEO office is especially aware of the DD/S&T difficulty in hiring qualified professional women and minorities. Some pertinent statistics follows:

Agency Female Employees

32% of total, average grade GS-7.4

22% of total, GS-7 and above

15% of total, professional

Agency Black Employees

5.6% of total, average grade GS-6.7

3% of total, GS-7 and above

13% of total, clerical

ORD Female Employees

34% of total, average grade GS-7.1

21% of total, GS-7 and above

COMMITTEE REPORT ON EEO (Continued)

ORD Black Employees

3% of total

2 clerical (GS-4, GS-5)

1 professional (GS-13)

The following information allows a comparison with the statistics of another Agency.

Atomic Energy Commission Female Employees

31.6% of total, average grade GS-6.2

Atomic Energy Commission Black Employees

6.6% of total, average grade not available

3. The reasons usually cited for not being able to achieve the employment goals established for women and minority groups or maintaining the proper average grade level are the following:

a. Lack of Qualifications: This is a real problem for ORD since the technical or scientific expertise required of the staff does not permit any relaxation of qualifications.

b. Lack of Recruitment Opportunities: Only 11 black folders plus a few other minority group files have been forwarded to ORD since January 1964.

c. Reluctance of Blacks to Work for the Agency: Refer to the Attachment (paragraph 2).

d. Lack of Appropriate Organization or Grade Structure: The ORD charter is not conducive to allowing employment or providing growth possibilities for subprofessionals. Offices such as OJCS and NPIC

COMMITTEE REPORT ON EEO (Continued)

have sufficient operational activity or subprofessional positions which allow growth and training opportunities from within.

4. Some ideas on how to improve the situation follows:

a. Word-of-Mouth - Share Information: Anyone in ORD learning of potential minority or women applicants should alert C/SB/MS/ORD and appropriate division chiefs even though the individual may not be qualified for employment in their own division.

b. Be Flexible: If a well-qualified, technically sound applicant lacks the precise experience needed at the moment, consider his or her general usefulness including consideration of future needs. Also make allowances for the time required to allow the applicant to be brought up to speed on the disciplines required of the immediate position.

c. Seek Applicants Out: Don't insist that they come to you. If you are aware of potential applicants and expect to be traveling in their area, take time to interview them. This could be especially effective with blacks or minorities (who normally have a reluctance to work for the Agency) because of the special personal interest shown in the individual.

d. Consider Chicanos: Black applicants have long been sought through interviews and trips. A possible neglected source of Chicano recruitment may be in the universities of the southwest, e.g., New Mexico, Arizona, and West Texas, where there is a high percentage of Spanish surname graduates. Perhaps one or more ORD personnel should participate in recruitment trips once or twice a year.

e. Retraining: Set up a formal mechanism whereby career plan discussions are held with all women in ORD to discuss career potential and limitations. Also counsel, as required, in developing the appropriate training program.

COMMITTEE REPORT ON EEO (Continued)

f. Recruitment at Women's Colleges: Request that Agency recruiters recruit against ORD requirements at such highly accredited schools as Bryn Mawr, Radcliff, Mount Holyoke, Smith, and Wellesley.

g. Establish Intermediate Positions: Try to establish positions within the staff and divisions (GS-9 to GS-11) which will provide career growth potential for secretaries who have exceptional administrative or professionally-oriented capabilities.

5. RECOMMENDATIONS

a. Attempt to improve procedures for recruiting women and minorities. In addition to requesting and reviewing personnel folders, distribute information through ORD on ad hoc applicants, showing flexibility in defining qualifications, and seek applicants out.

b. More direct ORD involvement with the southwest Agency recruiters for recruitment of Chicanos, American Indians and other minorities.

c. More direct involvement of ORD professional personnel with Agency recruiters by visiting them during TDY's.

d. Attempt to identify functions and activities for middle level positions (GS-9 to GS-11) for personnel or applicants who have demonstrated exceptional administrative or professionally-oriented capabilities.

e. Require division chiefs to discuss career opportunities with all women employees and provide guidance for a training program if appropriate.

COMMITTEE REPORT ON EEO (Continued)

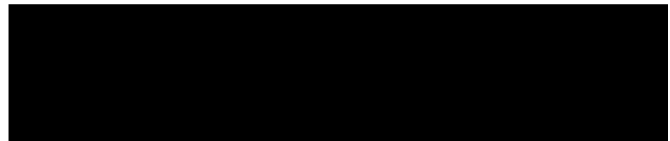
f. Prepare formal presentation of ORD vacancy requirements to the group of Agency recruiters during their yearly Headquarters meeting.

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Committee Chairman

25X1A9a C/DPR/ORD



C/LSR/ORD

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C/SB/MS/ORD

Attachment

Recruitment Program Memorandum dated 23 May 1974